



Sadleir House

Programming Application

Project Parameters: The project is designed to allow for free or reduced rate use of Sadleir House facilities for community-oriented activities organized by our members. Sadleir House programmes are meant to enhance community and campus life and to foster activities that bring the Trent and Peterborough communities together.

Eligibility: PRCSA members - all full-time undergraduates at Trent and other students and community members who have paid the \$25 annual membership fee.

Our goals for programming include that they be (check all the apply to your proposal):

- Educational in Nature
- Strengthen ties between Trent and Peterborough communities
- Not-for-profit and financially accessible
- Willing to be scheduled outside our peak hours of operation (5-9pm weekdays. Proposals for projects during peak hours will still be considered but likely only for a reduced rate).

Application (Please print or type)

Group Name:

Personal Contact Information (Please note preferred method of contact)

Name:

E-mail:

Phone (day/evening):

Membership Status*: (Circle one)	Student	Community	Membership Fee: (circle one)	Already paid
				Deferred
				Included

**Note: Community members and non-full-time students who have not paid the \$25 membership fee do not need to include it with their application but are required to pay the fee before programming proposals receive final approval.*

Type of Programming: <i>(Circle One)</i>	Group	Workshop
	Lecture	Class
	Other:	

Title of Programming:

Timeframe *(e.g. 6 weeks, 2 hours per week; twice monthly, 1 hour sessions):*

Outline / Description:

Promotion:

How will you promote your programming?

Who do you think will be interested/will attend?

Promotional text for calender, website, etc.:

Anticipated Attendance:

Do attendees have to register or is it a drop-in event:

Cost for Participants:

(attach programme budget and rationale if cost is more than \$0)

How will your programme fit in to Sadleir House's mandate and goals (see first page and <http://sadleirhouse.ca/about.shtml>)?:

(attach additional pages if required)

Preferred Day/Time *(List three e.g. Monday 3-4pm, Wednesday anytime):*

1.

2.

3.

Preferred start and end dates:

(For recurring events)

Resources Needed from Sadleir House *(e.g. chalkboard, A/V equipment, flip chart, staff):*

Preferred Room:

Hobbs

Senior Common Room

Lecture Hall

(Rank preference from 1st-5th and indicate unacceptable rooms)

Alternative Resource Library

Dining Hall